



STATE OF TENNESSEE  
**DEPARTMENT OF VETERANS AFFAIRS**  
215 EIGHTH AVENUE, NORTH  
NASHVILLE, TENNESSEE 37243-1010  
(615)741-2931 FAX (615) 741-4785  
TTY 1-800-848-0298

JOHN A. KEYS  
COMMISSIONER

## MEMORANDUM

**TO:** Commissioner Deborah Story  
Department of Human Resources

**FROM:** Commissioner John A. Keys  
Department of Veterans Affairs

**DATE:** June 2, 2008

**SUBJECT:** Voluntary Buyout Plan Fiscal Year 2008 – 2009 Revised

### **I. Executive Summary**

TDVA's goal is to reduce its workforce by five percent. To achieve this goal TDVA has chosen two job classifications for the Voluntary Buyout Program (VBP).

1. Field Office Secretaries - 4
2. Grounds Worker 1 and 2 - 16

The TDVA is a service based organization and these positions will have the least negative impact on the delivery of our primary services. TDVA has field office secretaries and grounds workers in cemeteries located in the three grand divisions of the state; east, middle and west. Our goal is to offer the VBP to these classifications by grand division thus reducing the impact of loss of service in these areas.

## **II. Business Justification and Assessment**

1. Secretaries - This job class was chosen based on our current strategic plan to phase secretarial positions in our field offices out and replace them with Veteran Benefit Representatives.
2. Grounds Workers – This job class represents a smaller impact on the operation of TDVA. Our goal has been to maintain capacity to meet the demand of eighteen to twenty four interments a day. A reduction of staff will reduce the capability for interments in our cemeteries per day.

## **III. Information for F & A Budget**

Submitted separately

## **Attachments**